

DATABASE ADMINISTRATOR

DISTINGUISHING FEATURES

The fundamental reason the Database Administrator position exists is to provide a high level of support in the development, implementation, and administration of Citywide physical databases. This position is also responsible for establishing policies and procedures relating to coordination of these databases. Work is performed under general supervision of the GIS Director.

ESSENTIAL FUNCTIONS:

Implementation and maintenance of physical databases in a distributed computing environment.

Implementation of organizational data backup and restore processes and systems.

Establishment of organizational data standards.

Application driven data modeling and database design.

Data warehouse design and implementation.

Evaluate and make recommendations on new database methodologies or implementation strategies.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Administration of Microsoft SQL Server and Oracle databases.

Research methods and techniques.

Information technology systems design and programming.

Design specification development.

Data communications security and privacy techniques.

Principles of business system analysis, including the analysis of procedures, equipment, and methods.

Forms design and report design.

I.S. processes, regulations, codes, ordinances and terminology.

Ability to:

Analyze, interpret, and present research findings.

Analyze specifications and instructions to develop appropriate systems and programs.

Prepare design specifications.

Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.

Understand database organization access and retrieval technique.

Debug new and existing programs.

Education & Experience

A bachelor's degree in Computer Science, Computer Information Systems or a related field is required. This position requires a minimum of five years experience in database administration with extensive technical training in database programming and/or design. Experience involving overall responsibility for database design, monitoring, and establishment of policies and standards is critical.

FLSA Status: Exempt

HR Ordinance Status: Unclassified